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**STATE LAW** MCLA 400.231-400.235

**REGULATIONS** 42USC 652(a)9  
42USC 653  
42USC 653A  
42USC 654(8)(A)(B)  
45CFR 302.35  
45CFR 303.3  
45CFR 303.15  
45CFR 303.70

The Office of Child Support operates the State Parent Locator Service (PLS) as required by federal regulation and state law. It is a function of the State PLS to obtain location information in IV-D cases from state agencies such as the Department of Labor, the Secretary of State, and the Departments of Treasury and Corrections. In addition, the State PLS has authority to obtain federal records from the Federal PLS and from the Internal Revenue Service (IRS) through the Office of Child Support Enforcement.

State PLS services are available to authorized persons, as defined in Chapter 300, to locate individuals in IV-D cases. Appropriate State, Federal and interstate resources must be utilized to locate individuals in IV-D cases when their location becomes unknown and periodically as prescribed by federal regulation (See Chapter 300). Information is available from the State PLS in IV-D cases for purposes of establishing paternity, securing child or child/spousal support, and disbursing child support funds when the payee's whereabouts are unknown.

Request Federal PLS searches through the State PLS to locate parents or children in parental kidnapping or child custody and/or parenting time cases. The authorized requester (see Chapter 300) must certify that location information is needed to enforce laws prohibiting parental kidnapping or to make or enforce a child custody and/or parenting time determination. See Chapter 310 for information on submission criteria and funding restrictions on these cases.

Federal program instructions prescribe the manner and form of requests for information from the Federal PLS and the IRS. Requests must include the name of the person for whom location information is sought and his/her social security number (SSN) when known or other identifying information. When a case is first submitted to the FPLS, the SSN is verified through the Enumeration Verification System (EMS) before further action is taken. If the SSN is not verified, the request is not forwarded to other agencies for location information.

**IV-D CASES** Location services available through the State PLS must be utilized to find payers in IV-D cases when their whereabouts and/or their sources of income/assets are unknown and support payments are in default.

The services also may be used to locate payees for whom payments are being held and need to be dispursed. Location activity is appropriate if income information is needed for support reviews or enforcement as well. The State PLS provides three types of location services in IV-D cases. **Standard searches** utilize automated location resources and are available in IV-D cases when the individual's social security number is known. **Social security number (SSN) searches** are available in IV-D cases when the individual's SSN is unknown but other identifying information is available. **Special searches** are available to obtain location information from specified State agencies through manual search processes. Guidelines for requesting each service are provided in this chapter.

Use the services of the State PLS in IV-D cases at the following times:

- when a signed request of IV-D services or referral is received if the location of the individual is unknown and support payments are in default;
- the location of the individual becomes unknown in an existing case if support payments are in default;
- on an annual basis until the individual is located in any case in which initial location efforts are unsuccessful;
- whenever new information becomes available which indicates that a State PLS search is appropriate in a case, or
- when a payee must be located to disburse support payments.

State PLS searches are requested and responses evaluated within the standards of promptness discusses in Chapters 300 and 310.

### Standard Search

Standard searches are available in any IV-D case in which the individual's SSN is known and a residence address, employment information or other income and/or asset information is needed to secure support. In every Standard Search, the FIA Client Information System (CIS) and the Workers' Compensation Match process are utilized to locate an individual. In addition, there are three other primary resources which a request can elect to use in Standard Search. Those are:

- the Michigan Department of Labor File Match System;
- the Federal PLS including the National Directory; and/or
- the Internal Revenue Service (IRS) 1099 Match System.

The APL File Match system must be utilized in initial and annual searches to find a payer when it is likely that the payer lived in Michigan or worked for a Michigan employer within the last year. The APL system reports unemployment compensation records up to two years old and wage records for the five most recent quarters. Names and SSNs sub-

mitted for APL match are automatically processed through that system on a quarterly basis until a record is located or 12 months elapse. Refer to Chapter 345 for additional information on this match process.

A request for a Federal PLS search to find an individual is required when an initial search is conducted and on an annual basis when prior search efforts failed. The Federal PLS has access to the quarterly wage reporting and unemployment compensation and access to records of a variety of federal agencies including the Department of Defense, Social Security and Veterans Administrations, the Internal Revenue Service (IRS) federal tax return master file. Those resources could commonly be expected to contain one or more records on a payer. Chapter 350 describes location information available through the Federal PLS.

The IRS 1099 Match system is an optional resource which may be utilized in initial and annual search activities to locate individuals in IV-D cases when other reasonable efforts have failed. The 1099 match system provides access to income and asset information obtained by the IRS from financial institutions, State agencies, employers and other entities required to file forms W-2 and/or 1099. The 1099 match process is run on a quarterly basis. See Chapter 360 for a schedule of match runs and submittal deadlines.

Standard searches are requested by:

- printed list in the format described in Exhibit 1 of this chapter; or
- magnetic tape according to specifications provided in Exhibit 2 of this chapter; or
- CSES as instructed in the Michigan CSES User's Reference Manual.

Search results are generally reported to requesters within the timeframes listed below. Refer to Chapters 340, 345, 350 and 360 for facsimiles and descriptions of location reports.

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|-------------------------------|---|
| • APL File Match              | - 2-3 weeks after State PLS processes request                             |
| • CIS & Workers' Compensation | - 1 week after State PLS processes request                                |
| • Federal PLS                 | - 2-3 weeks after State PLS receives request                              |
| • IRS 1099 Match              | - 6-8 weeks after OCS quarterly submittal deadlines listed in Chapter 360 |

**SSN Search**

An SSN search is available when the individual's SSN is unknown but other identifying information is available. SSN searches are requested on Form FIA-308, Locating Services Request, as described in Exhibit 3 or via CSES as instructed in the Michigan CSES User's Reference Manual.

In an SSN search, the State PLS determines what resources to search based on the type of information available. Listed below are location resources utilized to obtain SSNs and the indices which the State PLS uses to conduct a SSN search.

**Resource****Search Index**

FIA Client Information System

Payer's name, date of birth and last known Michigan address.

Michigan Department of Treasury

Name, years of residence in Michigan, last known Michigan address(es), and spouse's name on joint returns.

Department of Community Health (DCH) - Child's birth record

Name of child, the child's place and date of birth in Michigan, names of the child's parents (maiden name for child's mother). Social Security Number of either parent.

Internal Revenue Service

Name and SSN of custodial parent filing a joint tax return with the payer in the last three years.

Social Security Administration

Individual's name, date of birth, at a minimum. The name of the individual's father, mother's maiden name, and city/state of birth increases the success of the search.

The State PLS may also obtain records of the payer's birth or marriage. Those records contain the name of the individual's father and mother's maiden name which are needed to obtain SSNs through the Social Security Administration. In addition, the State PLS conducts file clearances of Michigan Secretary of State (SOS) records when the individual's date of birth is provided on the FIA-308.

When there is an indication that a payer may be located or have a record outside Michigan, sister state PLS units are contacted. All relevant and known information is provided to the sister-state. If an SSN is

obtained, the State PLS utilizes all appropriate resources to locate the individual prior to terminating search activities.

Depending on the method used to request an SSN search, results are reported to requester via CSES or on form FIA-308 and by reports received from agencies or systems utilized. Facsimiles and descriptions of state and federal location reports are provided in Chapters 340, 345 and 350. A description of response information on form FIA-308 is provided later in this chapter. State PLS response times in SSN searches vary greatly depending on the resources that are utilized to obtain the SSN and/or identifying information provided. The minimum response time is 4 weeks.

### Special Search

In cases in which a Standard Search failed to produce a verifiable location and another resource may have a record on the payer or when the needed information is available only from a particular resource, special searches are available. Searches of specified agency records are requested on Form FIA-308 as described in Exhibit 3 or via CSES as instructed in the Michigan CSES User's Reference Manual.

Certain key information about the individual must be known to the State PLS to permit special searches. Resources available for Special Search and the indices used to search those records are identified below.

#### Resource

#### Search Index

FIA Client Information System

Individual's name and date of birth or social security number.

Corrections Department - inmate, camp, and parolee records

Payer's name and date of birth. (Sex and race code are secondary indexes.) This information is also available through the Data warehouse.

Secretary of State

- Driver license and personal identification
- Vehicle registration

Individual's name and date of birth.

License plate number.

Michigan Department of Treasury

Individual's name, social security number, years of residence in Michigan and last known Michigan address(es)

**Resource****Search Index**

Michigan and Sister State  
Public Health Departments

- Individual's birth record

Individual's name, date and place of birth, the name of the individual's father and mother's maiden name.

- Death

Individual's name, date and place of death.

- Marriage

Date and place of marriage and names of persons married.

Labor Department Workers'  
Compensation claim records

Individual's name and social security number.

Results of Special Searches are generally reported to request within four weeks via CSES or on form FIA-308 and by reports received from agencies or systems utilized. Facsimiles and descriptions of state location reports are provided in Chapter 340. A description of information provided in the results section on form FIA-308 is provided later in this chapter.

## **CHILD CUSTODY AND PARENTING TIME CASES**

In child custody and parenting time cases, Federal PLS searches are available to locate the missing child and/or parent.

Searches in child custody and parenting time cases are requested on Form FIA-308 as described in Exhibit 3 or via CSES. Results are reported via CSES or on the FIA-308 and, as described in Chapter 350, by Federal agency reports.

## **RESULTS SECTION OF THE FIA-308**

The State PLS uses form FIA-308 to convey results of special or SSN searches in IV-D cases or Federal PLS searches in child custody or parental kidnapping when the search was requested using that form.

**Note:** The parental kidnapping search is to be used by Prosecuting Attorneys only.

The reason the State PLS terminated search activities and the date are identified in Items 42 and 43. A new or corrected social security number, date of birth, alias or name is recorded in Items 44-47, respectively.

The source of the most current residence or mailing address and date of address are identified in Items 48 and 49. The source of the most current employer or institution information and the corresponding date are identified in Items 50 and 51. Abbreviations used in Items 48 and/or 50 to identify the location resources are as follows:

MDOL	Absent Parent/Labor Department File Match System
APW	Absent Parent/Workers' Compensation Match System
CIS	FIA Client Information System (CIS). CIS search results may appear in Item 37 of the FIA-308 or on a separate report.
DOD	Department of Defense - Federal Parent Locator Service (FPLS)
DW	Data Warehouse
FBI	Federal Bureau of Investigation
IRS	Internal Revenue Service - FPLS
MBR	Master Beneficiary Report, Social Security Administration - FPLS
MI DOC	Michigan Department of Corrections
MI SOS	Michigan Secretary of State
MI T	Michigan Department of Treasury
NDNH	National Directory of New Hires
NPRC	National Personnel Records Center - FPLS
SSA	Social Security Administration - FPLS
SSS	Selective Service System - FPLS
VA	Veterans Administration - FPLS
XX PLS	Sister-State Parent Locator Service as specified by the two-letter state code
Other	Report from an agency or source not listed above.

## **FOLLOW-UP ACTIONS**

When the State PLS terminates a search due to "possible information only" contact the client to determine whether information provided is associated with the individual in question. When the "possible" information belongs to the individual and further PLS searches are needed,

submit a request using the verified information. Otherwise, obtain additional information before requesting another search. Submit a request with the original information to the State PLS after one year if no new information is available.

If a response has not been received on a request within six months from the submission date, you may request information on the status of search activities. If the original request was made on form FIA-308, submit a photocopy of the file copy of the FIA-308 marked "DUPLICATE - TRACER" in the space under the form title.

To submit new information on an FIA-308 request pending with the State PLS, submit a photocopy of the file copy of the FIA-308 marked "DUPLICATE-NEW DATA" under the form title. Indicate the new information on the copy.

If a FIA-308 was submitted to the State PLS and there is no longer a need for locating services, send a photocopy of the file copy of the FIA-308 marked "TERMINATE SEARCH" in the space under the form title.

If the original request for State PLS was generated on CSES and follow-up is necessary to request a trace, submit new information or request termination of the search, refer to the Michigan CSES User's Reference Manual for instructions.